



**2012-2015**

**TECHNOLOGY PLAN**

# **INVENTORY UPLOAD AND SUBMISSION**

*Date: May 2011*

*Presented by: Wilma Toombs*



# OPEN INVENTORY LIST 2012-2015 (ORIGINAL)

Refer to pages 3 & 4 of the Inventory Manual

EQUIPMENT INVENTORY (2012-2015)									
Submitted By: ANY SCHOOL DISTRICT School LEA Number: 99804									
Contact Person: TINA ERATE Entity Number: 16047891									
Retaining this type of information will be very helpful if USAC requests this information in the future.									
List of Equipment	Serial #	Make & Model	Date of Purchase	Install Date	Original Location	Current Location	Replacement Date (if applicable)	Quantity	Notes
Email Server	129-45-678	Zeon XP9700	16-Jul-10	30-Jul-10	Yellow HS - Admin #4936	Yellow HS- Room #890	2/22/2013	1	Server was replaced as a result of an electrical fire. Replaces serial #S-123-55-633
Modem	1000ABC2 345cs	Pinacle USB Modem V.92.58K	15-Jul-12	30-Jul-12	Little Blue School -1st Floor NW	Little Blue School -1st Floor NW		1	
Dual 10/100 Ethernet Router	89634NBC	Netgear FS108	15-Apr-09	15-Jun-09	Green High School	Green High School	6/1/2010	3	
Smartboards	7894512PRO	POLY TG789	15-Apr-09	15-Jun-09	Yellow High School	Yellow High School		36	
Document Camera	74185DC	Polycom PC2011	15-Apr-09	15-Jun-09	Green High School	Green High School		52	
Scanners	852960001S	HP 2300SQ	15-Apr-09	15-Jun-09	Green High School	Green High School		4	
Promethean Boards	9514562367PB	Promethean RT2014	15-Apr-09	15-Jun-09	Little Blue Elem. School	Little Blue Elem. School		12	
Camcorders	85296300C	Kodak FF4	15-Apr-09	15-Jun-09	Green High School	Green High School		6	
Computers	7553456C	Dell Optiplex980	15-Apr-09	15-Jun-09	Green High School	Green High School	6/15/2015	50	Will replace every five years



# INVENTORY LIST 2012-2015 (CELLS COPIED)

## STEPS:

1. Remove headers and copy only the inventory information needed to create a “**CSV**” file.
2. Open new workbook and copy and paste your information.
3. Because the file type does not support multiple sheets, delete all other sheets except for the worksheet with the inventory information.
4. From the excel menu select **File - Save**

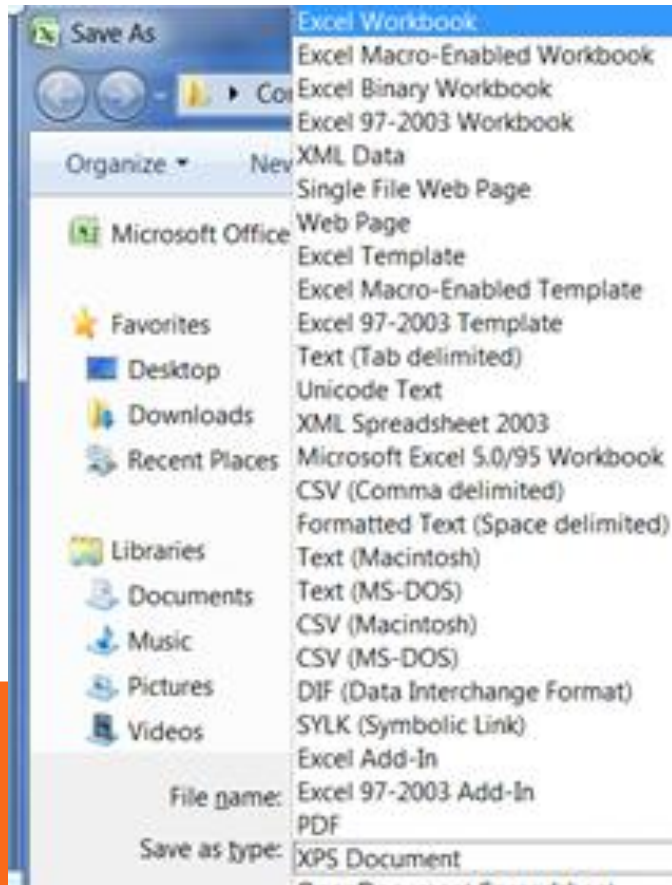
Email Server	129-45-678	Zeon XP9700	16-Jul-10	30-Jul-10	Yellow HS - Admin #4936	Yellow HS- Room #890	2/22/2013	1	Serve
Modem	1000ABC2 345cs	Pinance USB Modem V.92.58K	15-Jul-12	30-Jul-12	Little Blue School -1st Floor NW	Little Blue School -1st Floor NW		1	
Dual 10/100 Ethernet Router	89634NBC	Netgear FS108	15-Apr-09	15-Jun-09	Green High School	Green High School	6/1/2010	3	
Smartboards	7894512PRO	POLY TG789	15-Apr-09	15-Jun-09	Yellow High School	Yellow High School		36	
Document Camera	74185DC	Polycom PC2011	15-Apr-09	15-Jun-09	Green High School	Green High School		52	
Scanners	852960001S	HP 2300SQ	15-Apr-09	15-Jun-09	Green High School	Green High School		4	
Promethean Boards	9514562367PB	Promethean RT2014	15-Apr-09	15-Jun-09	Little Blue Elem. School	Little Blue Elem. School		12	
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Computers	7553456C	Dell Optiplex980	15-Apr-09	15-Jun-09	Green High School	Green High School	6/15/2015	50	Will r



Save the file as “**CSV**” comma delimited and the file name of your choice.

File name: Inventory List 2012-2015 (Excel file converted)

Save as type: Excel Workbook



File name: Inventory List 2012-2015 (Excel converted CSV)

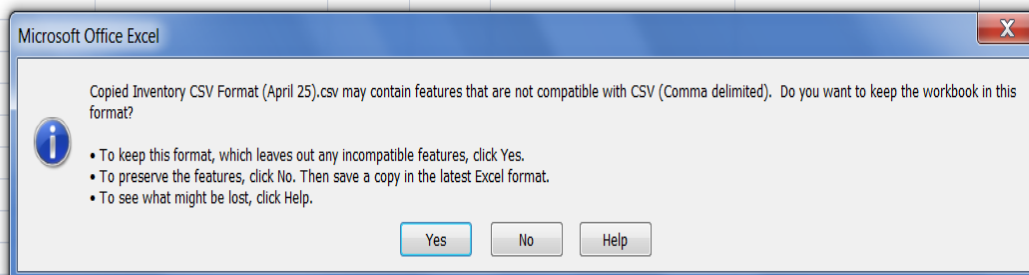
Save as type: CSV (Comma delimited)



## STEPS:

5. You are prompt with the question: “Do you want to keep the workbook in this format”
6. Click “YES” to keep this format.

Email Serv	129-45-678	Zeon XP9700	16-Jul-10	30-Jul-10	Yellow HS - Admin #4936	Yellow HS- Room #890	2/22/2013	1	Server was replaced as a result of an electrical fire. R
Modem	1000ABC2 345cs	Pinacle USB Modem V.92.58K	15-Jul-12	30-Jul-12	Little Blue School -1st Floor NW	Little Blue School -1st Floor NW		1	
Dual 10/100	89634NBC	Netgear FS108	15-Apr-09	15-Jun-09	Green High School	Green High School	6/1/2010	3	
Smartboard	7894512PRO	POLY TG789	15-Apr-09	15-Jun-09	Yellow High School	Yellow High School		36	
Document	74185DC	Polycom PC2011	15-Apr-09	15-Jun-09	Green High School	Green High School		52	
Scanners	852960001S	HP 2300SQ	15-Apr-09	15-Jun-09	Green High School	Green High School		4	
Promethean	9514562367PB	Promethean RT2014	15-Apr-09	15-Jun-09	Little Blue Elem. School	Little Blue Elem. School		12	
Camcorde	85296300C	Kodak FR4	15-Apr-09	15-Jun-09	Green High School	Green High School		6	
Computer	7553456C	Dell Optiplex980	15-Apr-09	15-Jun-09	Green High School	Green High School	6/15/2015	50	Will replace every five years

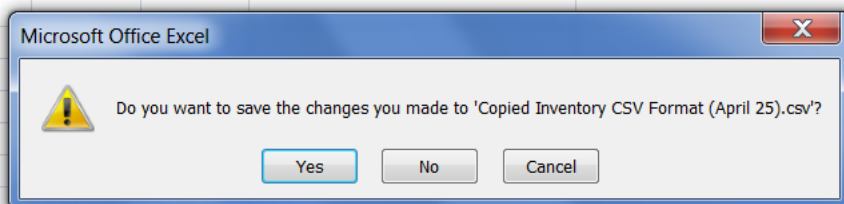




## STEPS:

7. From the spreadsheet menu **File-Close** the “CSV” file.
8. Click “**Yes**” to save the changes.

A	B	C	D	E	F	G	H	I	
Email Serv	129-45-678	Zeon XP9700	16-Jul-10	30-Jul-10	Yellow HS - Admin #4936	Yellow HS- Room #890	2/22/2013	1	Server was replaced as a re
Modem	1000ABC2 345cs	Pinacle USB Modem V.92.58K	15-Jul-12	30-Jul-12	Little Blue School -1st Floor NW	Little Blue School -1st Floor NW		1	
Dual 10/100	89634NBC	Netgear FS108	15-Apr-09	15-Jun-09	Green High School	Green High School	6/1/2010	3	
Smartboard	7894512PRO	POLY TG789	15-Apr-09	15-Jun-09	Yellow High School	Yellow High School		36	
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Computers	7553456C	Dell Optiplex980	15-Apr-09	15-Jun-09	Green High School	Green High School	6/15/2015	50	Will replace every five years





## STEPS:

9. Another “**CSV**” format question appears reading ...”Do you want to keep the workbook in this format”

10. Click the “**YES**” button

Email Server	129-45-678	Zeon XP9700	16-Jul-10	30-Jul-10	Yellow HS - Admin #4936	Yellow HS- Room
Modem	1000ABC2 345cs	Pinacle USB Modem V.92.58K	15-Jul-12	30-Jul-12	Little Blue School -1st Floor NW	Little Blue School
Dual 10/100 Ethernet Router	89634NBC	Netgear FS108	15-Apr-09	15-Jun-09	Green High School	Green High School
Smartboards	7894512PRO	POLY TG789	15-Apr-09	15-Jun-09	Yellow High School	Yellow High School
Document Camera	74185DC	Polycom PC2011	15-Apr-09	15-Jun-09	Green High School	Green High School
Scanners	852960001S	HP 2300SQ	15-Apr-09	15-Jun-09	Green High School	Green High School
Promethean Boards	9514562367PB	Promethean RT2014	15-Apr-09	15-Jun-09	Little Blue Elem. School	Little Blue Elem. S
Camcorders						
Computers						

Microsoft Office Excel

Inventory List 2012-2015 (Excel converted CSV).csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

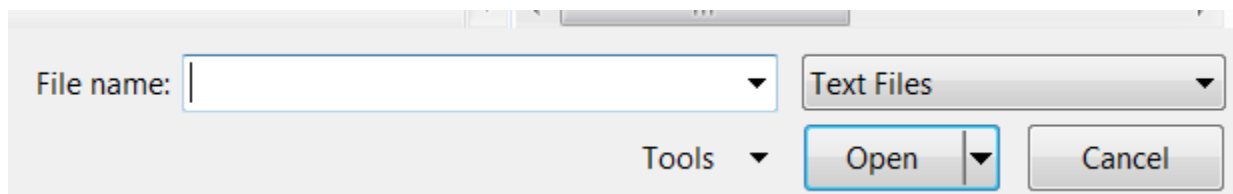
- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help



## STEPS:

11. Reopen the “CSV” file by clicking “File – Open.” Click the “file type option” button and select “Text file”
12. Notice the application icon has changed and the formatting has changed when the file is open.
13. Click File – Open to locate the “CSV” file.



Inventory List 2012-2015 (Excel converted CSV)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Email Serv	129-45-67	Zeon XP97	16-Jul-10	30-Jul-10	Yellow HS	Yellow HS-	2/22/2013		1	Server was replaced as a result c	
2	Modem	1000ABC2	Pinacle U	15-Jul-12	30-Jul-12	Little Blue	Little Blue School -1st Flo		1			
3	Dual 10/100	89634NBC	Netgear FS	15-Apr-09	15-Jun-09	Green High	Green High	6/1/2010	3			
4	Smartboard	7894512P	POLY TG78	15-Apr-09	15-Jun-09	Yellow High	Yellow High School		36			
5	Document	74185DC	Polycom P	15-Apr-09	15-Jun-09	Green High	Green High School		52			
6	Scanners	85296000	HP 2300SC	15-Apr-09	15-Jun-09	Green High	Green High School		4			
7	Promethea	95145623	Promethea	15-Apr-09	15-Jun-09	Little Blue	Little Blue Elem. School		12			
8	Camcorder	85296300	Kodak FR4	15-Apr-09	15-Jun-09	Green High	Green High School		6			
9	Computer	7553456C	Dell Optipl	15-Apr-09	15-Jun-09	Green High	Green High	6/15/2015	50	Will replace every five years		





## The 2012-2015 technology plan can be access via the following website


To access the Technology Plan submission application the user will need to register and obtain a Login and Account Number. The Technology Plan Submission Application Login page is link from the main ADE web page at [www.arkansased.org](http://www.arkansased.org). (An example is on page 3 of user manual.)

### Target Browsers Supported:

Internet Explorer, Mozilla Firefox, Google Chrome, and Safari (Please update to the latest version.)

Recommended Display resolution: 1024x768

**Login required to Submit Technology Plan**

 **Arkansas  
Department of Education**  
Technology Plan  
Submission and Management

E-mail:

Account No.:

Password:

☐ Remember my login on this computer until I press logout

[New Users-Register!](#) [New District/Charter Form](#) [Lost password?](#) [Ok](#)

<http://adetechresources.arkansas.gov/techplan/index.php>



Click on the “Continue working on a Newly created application” icon




Continue working on a Newly created Application

Arkansas Department of Education  
Logged in as WILMA TOOMBS

Tech Plan Submission Summary

Welcome Demographics Schools Profile Technology Committee Vision & Mission Statement Current Technology Assessment

Technology Plan Submission Summary

Technology Plan Application Summary	Plan ID	Actions
<b>New Technology Plan-Work In Progress (1 Item)</b>		
<div>Continue Working on the New Technology Plan Created...</div> <div><b>Summary:</b> To continue working on the newly created Technology Plan, please click on the “<b>edit application icon</b>” located on the right end of this line. There are 14 blocks that needs to be completed before you can submit this application. Please make sure you click on the <b>Save</b> button at the end of each block. You should be able to save the work and return to where you left. Please consult the Technology Plan Guidelines document located in the help section for further details</div>	999991001	  



## Current Technology Assessment

Technology Equipment Inventory

+ Add More Rows - Delete Selected Row - Delete All Import

List Of Equipment	Serial #	Make & Model	Dt. Of Purch	Install Dt.	Original Location	Current Location	Repl. Dt	Quantity	Notes
Laptop	123456	Lenovo			Office	Office		1	Notes on Lenovo
Laptop	789012	Toshiba						1	

Page 1 of 1

Displaying Items 1 - 2 of 2

Save Reset Print

- You can select and deselect your column heading.



Refresh button

Save Reset Print

Technology Equipment Inventory

+ Add More Rows - Delete Selected Row - Delete All Import

List Of Equipment	Serial #	Make & Model	Dt. Of Purch
Laptop			
Laptop			

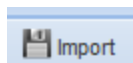
Columns

- ☐ #
- ☒ List Of Equipment
- ☒ Serial #
- ☒ Make & Model
- ☒ Dt. Of Purch
- ☒ Install Dt.
- ☒ Original Location
- ☒ Current Location
- ☒ Repl. Dt
- ☒ Quantity
- ☒ Notes

Page 1 of 1



To begin click the **Import** button. The “upload” dialog box will open with the instructions on how to prepare and upload your file.



Click the “**Browse**” button located in the left corner of the dialog box.

**Technology Plan Inventory -Import**

**Prepare your upload files.** The upload files can be created in any commonly used spreadsheet program (e.g., Excel), but must be saved in a comma separated (CSV) format before they are uploaded. With this feature you will be able to create Equipment Inventory worksheets offline.

**You should prepare each upload file as follows:**

1. Create the upload file using a spreadsheet program (e.g., Excel). List the required data for each item for in its own row using the List of Upload Fields by File Type listed.
2. Make sure you have created one column for each field in the upload fields list for the file type, even if you will not enter data in one or more of the fields you create.
3. Make sure you have removed all commas from your text and number fields; the system will read a comma as the start of a new field.
4. Keep the descriptions and the field lengths in mind when constructing your upload files.
5. If you have added column headers, delete them from the upload file.
6. Save the upload file in CSV format.
7. You will be able to upload multiple files without any restrictions.
8. Until the upload is complete other tabs will not be unavailable.
9. Check for errors. You will receive an automatic message online with a line-by-line description of any errors. Correct the errors identified in your file and then upload the file again.
10. If you have any difficulty following the said instructions, for your convenience a sample CSV is available for you to download.
11. Editing rows. You have the ability to type, add and delete all rows in the grid.

**The Inventory file type can be used to upload information to the 2012-2015 Online Technology Plan**

Column Header	Required?	Max Length	Description
List of Equipment	Required	150	Equipment/device name
Serial #	Optional	20	Type equipment number or blank
Make & Model	Required	150	Brand name and model
Date of Purchase	Optional	20	Month, date & year
Install Date	Optional	20	Month, date & year
Original Location	Optional	150	School and/or building name
Current Location	Required	150	School and/or building name
Replacement Date (if applicable)	Optional	20	Month, date & year
Quantity	Required	5	Total number of devices purchased for the equipment item listed
Notes	Optional	200	Explanation of equipment use (i.e. equipments purchased with E-Rate funds)

Browse...

Ok Close Download sample CSV

Next click the “**OK**” button to confirm your selection.



Select the “**CSV**” file

Name



Inventory List 2012-2015 (cells copied)



Inventory List 2012-2015 (CSV) - Copy



Inventory List 2012-2015 (Excel converted CSV)



Inventory List 2012-2015 (original)

Click the “**Open**” button

File name:  All Files (\*.\*)

The file appears in the “**Upload**” window. Click the “**OK**” button to confirm your selection.

☐ Inventory List 2012-2015 (Excel converted CSV).csv



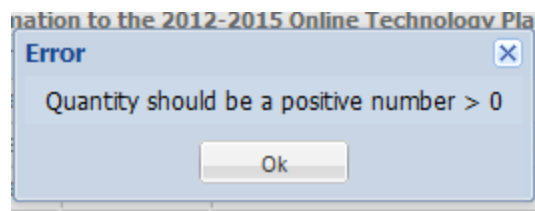
Browse...

Inventory List 2012-2015 (Excel converted CSV).csv

Ok Close Download sample CSV



Click the “**Delete**” button to remove the “**CSV**” file and start the upload again.



The reason why the error appeared was because there was extra lines at the end of the worksheet that was not a part of the columns.

53										
54										
55										
56										
57										
58										
59										
60	<b>REMINDER:</b> Label all equipment received Maintain records of equipment for at least five (5) years									
61										
63										
64										



Success  
Techplan Inventory import Successful.

Ok

Technology Equipment Inventory

+ Add More Rows - Delete Selected Row - Delete All Import

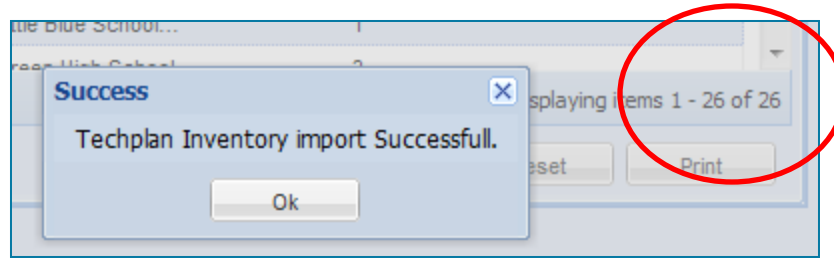
List Of Equipment	Serial #	Make & Model	Dt. Of Purch	Install Dt.	Original Location	Current Location	Repl. Dt	Quantity	Notes
Laptop	123456	Lenovo			Office	Office		1	Notes on Lenovo
Laptop	789012	Toshiba						1	
List of Equipment	Serial #	Make & Model			Original Location	Current Location		0	Notes
Email Server	129-45-678	Zeon XP9700			Yellow HS - Admin #4936	Yellow HS- Room #890		1	Server was replaced as a result o...
Modem	1000AB...	Pinacle USB Modem V.9...			Little Blue School -1st Fl	Little Blue School -1st Fl		1	
Wirel 10/100 Ethernet Po...	80R34NRC	Matnear FS 10R			Green High School	Green High School		2	

Page 1 of 1

Displaying items 1 - 22 of 22

Save Reset Print

The Inventory was imported successfully and notice the grid has increased.



Until the upload is complete other tabs will not be unavailable.

Once the file is uploaded, this message box will appear and notice the number of rows added will appear.





## 2012-2015 TECHNOLOGY PLAN TIMELINE

- **Board Approval (Tech Plan, CIPA, AUP) – *January, 2012***
- **Closing date – *March 2, 2012***
- **Access to the Inventory Manual**

User Manual Tech Plan Inventory Submission (Public-May2011)

**Tech Plan Website address:**

<http://adetechresources.arkansas.gov/techplan/index.php>



# QUESTIONS!





**Please fax your sign-in sheets to:**  
**501.371.1942**

**ADE Contact:**  
**Belinda Kittrell**

**[belinda.kittrell@arkansas.gov](mailto:belinda.kittrell@arkansas.gov) or**

**Wilma Toombs**  
**[wilma.toombs@arkansas.gov](mailto:wilma.toombs@arkansas.gov)**